



**PLEASE POST**

STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
COURT OF APPEALS

**Announcement Number: 40004**

The positions to be filled will be in one of the following titles and depend, in part, on the qualifications of the applicants selected.

**POSITION TITLE:** CONSULTATION CLERK TO COURT OF APPEALS (NS)  
**LOCATION:** COURT OF APPEALS  
**BASE SALARY:** COMMENSURATE WITH EXPERIENCE  
**CLASSIFICATION:** EXEMPT-CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar; and five (5) years of relevant legal experience.

**DISTINGUISHING FEATURES OF WORK:** Under the general direction of the Clerk of the Court of Appeals, the Consultation Clerk attends confidential meetings called by the Judges of the Court of Appeals to discuss and decide cases presented to them. At these meetings, the Consultation Clerk records or summarizes decisions, questions, arguments, and issues raised. The Consultation Clerk also researches and analyzes specific legal points raised by Judges and performs other related duties.

**POSITION TITLE:** ASSISTANT CONSULTATION CLERK TO COURT OF APPEALS (NS)  
**LOCATION:** COURT OF APPEALS  
**BASE SALARY:** COMMENSURATE WITH EXPERIENCE  
**CLASSIFICATION:** EXEMPT-CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar; and three (3) years of relevant legal experience.

**DISTINGUISHING FEATURES OF WORK:** Under the direction of the Consultation Clerk, the Assistant Consultation Clerk attends confidential meetings called by the Judges of the Court of Appeals to discuss and decide cases presented to them. At these meetings, the Assistant Consultation Clerk records decisions, questions, arguments, and issues raised. An Assistant Consultation Clerk also performs a variety of administrative and other related functions for the Judges of the Court of Appeals.

**ASSIGNMENT LOCATION:** 20 Eagle Street, Albany, New York 12207

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

**ALL INTERESTED PERSONS MEETING THE QUALIFICATIONS ARE ENCOURAGED TO SUBMIT A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE FROM ANY ADMINISTRATIVE OFFICE IN A COURT BUILDING OR ON THE WEB AT <http://www.nycourts.gov/careers/UCS5.pdf> AND THE APPLICATION MATERIALS (INCLUDING A STATEMENT OF INTEREST; A RESUME; THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF THREE REFERENCES WHO MAY BE CONTACTED. THE APPLICATION MAY INCLUDE A BRIEF WRITING SAMPLE NOT EDITED BY OTHERS) TO:**

Stuart M. Cohen  
Clerk of the Court  
NYS Court of Appeals  
20 Eagle Street  
Albany, New York 12207

**Applicants Are Encouraged to Complete the EEO Data Collection Form UCS-19X.**

**POSTING DATE:** September 22, 2010 **APPLICATIONS MUST BE RECEIVED BY:** October 13, 2010

**The New York State Unified Court System Is an Equal Opportunity Employer.  
Women, Minorities and Individuals with Disabilities Are Encouraged to Apply.**